Moving day(s):

This is the day or range of days when the bulk of items will be moved to the new office.

Final Moveout Date (FMD):

This is the last possible day you can have items stored at your old office. This date is usually a few days after moving day. It will be the key to the timeline and checklist below. Everything works backwards and forwards from there.

Timeline

3 month before FMD

- Assemble moving team and update their contact info
- Alert utilities and service providers about move and nail down start/stop dates
- Archive printed documents, especially tax-related
- Throw away as much as possible
- Shred sensitive documents
- Arrange for gifts to charity or local schools
- Secure movers

1 month before FMD

- Contact key partners about the move
- Pack up non-business critical items
- Move some items — to new office if it is open or temporary storage
- Explore new neighborhood for business support essentials (shipping center, restaurants)

1 day before moving day

- Final check with your moving team for last minute adjustments

Moving day

- Stay in contact with movers
- Have at least one member from the moving team on site at each location
- Hand out packet of maps and phone numbers orienting team to the new space
- Arrange for old office cleaning
- Collect all keys for the old office

1 day after moving day

- Take inventory for any lost/ damaged items
- Reconnect and test all computers and equipment
- Test phone and internet service

On FMD

- Do a final sweep of the old office
- Make sure all keys are returned

Tasks for the
Old Office

Assemble the move planning team

You can't do it alone. Set expectations early and line up help. Make sure you have the most updated contact saved in your phone. Keep a backup of contact info in a central location that everyone on the team can access easily.

NAME: _____

NAME: _____

NAME: _____

NAME: _____

NAME: _____

NAME: _____

NAME: _____

NAME: _____

NAME: _____

NAME: _____

Have you verified contact info is current?

YES ☐   NO ☐

Contacting Key Partners

For the general public, putting up signs online and offline should be sufficient. However, for individuals and business entities that are involved with operations, you will need contact them directly and make sure they know the new office location and the moving date.

List everyone who needs to know and check off their names as you contact them and specify the channel. Unless you receive confirmation that they received the info in a two-way conversation, this can lead be big problems. Even if it is their fault that they didn't see the message in time, the impression hurts your reputation.

Have you contacted mission critical clients and partners about the date of the move and the location of the new office?

YES ☐   NO ☐

List your partners on a separate page. Notate each with:

Date of contact   _____

How did you contact them?

Phone: _____   Chat: _____

Mail: _____   Other: _____

In Person: _____

Did you reach all of your:

Service providers?

YES ☐   NO ☐

Vendors?

YES ☐   NO ☐

Government agencies?

YES ☐   NO ☐

Banks?

YES ☐   NO ☐

Insurance?

YES ☐   NO ☐

Post office?

YES ☐   NO ☐

Delivery companies?

YES ☐   NO ☐

Have you changed the address on:

Your website?

YES ☐   NO ☐

Email accounts?

YES ☐   NO ☐

Social media profiles?

YES ☐   NO ☐

Stationery?

YES ☐   NO ☐

Business cards?

YES ☐   NO ☐

Printed marketing materials?

YES ☐   NO ☐

Have you contacted movers?

YES ☐   NO ☐

Is the moving company contact info is in your phone?

YES ☐   NO ☐

Do the actual movers have a different contact number?

YES ☐   NO ☐

Do you have their numbers in your phone?

YES ☐   NO ☐

Estimated cost

$ _____

Final date employees must have their items packed up for the movers

Date: _____

Notes:

Tasks for the
New Office

Have you laid out a new floor plan?

YES ☐   NO ☐

Make sure the team finds the new floor plan acceptable because there may be practical or political considerations to who sits where. Get inputs from your employees about where they prefer to sit – or not sit – before you make the final layout.

Have you located the following on the floor plan:

Power outlets?

YES ☐   NO ☐

AC coverage?

YES ☐   NO ☐

Ventilation?

YES ☐   NO ☐

Prime server location?

YES ☐   NO ☐

Wi-Fi dead zones?

YES ☐   NO ☐

Have you put together a package of maps and essential phone numbers?

YES ☐   NO ☐

This is to quickly orient the team to the new space and surrounding area.

New office furnishings and expenses

Include lighting and special ergonomic designs as necessary. Consider giving employees the options of health-conscious alternatives like standing desks, stools and balance balls.

Will you need new furniture/office supplies?

YES ☐   NO ☐

Items needed: Purchased?

_____   YES ☐ NO ☐

_____   YES ☐ NO ☐

_____   YES ☐ NO ☐

_____   YES ☐ NO ☐

_____   YES ☐ NO ☐

_____   YES ☐ NO ☐

_____   YES ☐ NO ☐

_____   YES ☐ NO ☐

Cost of new furnishings

$ _____

Communications

Changing offices is the ideal time to reduce expenses and upgrade you phone system/ internet.

Have you looked at VoIP and mobile-only phone systems?

YES ☐   NO ☐

Do you have 30 or less employees?

YES ☐   NO ☐

Above 30 employees, a more complex phone system like VoIP, either on-premise or cloud-based, starts to pay off. When you are working with less than 30 employees, a virtual or mobile-only phone system is more cost-effective for its simplicity and scalability.

What's most important in a phone system:

Mobility?

YES ☐   NO ☐

Scalability?

YES ☐   NO ☐

Expanding to other regions, even internationally?

YES ☐   NO ☐

Moving beyond legacy systems?

YES ☐   NO ☐

Low cost

YES ☐   NO ☐

Include the costs of the new installation, porting over numbers, new hardware, IT setup, etc.

Cost of changing phone service

$ _____

Time to upgrade your Internet service?

YES ☐   NO ☐

Internet is often bundled with your phone service, but this is a good time to re-evaluate the latest market offerings. Don't forget that if you choose a VoIP phone system, you will need a specified minimum bandwidth from your internet service provider. Check with your phone service provider for specs and online speed tests.

Cost of changing Internet service

$ _____

Notes: